



## Classification Plan

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### 1.0 POLICY

For purposes of administrative efficiency and proper human resource management, the County shall maintain a position classification plan that standardizes position titles indicating the duties and responsibilities of each position.

### 2.0 DEFINITIONS

- 2.1 Position:** A group of duties and responsibilities assigned to one (1) employee on a full-time or part-time basis.
- 2.2 Employee:** A person who performs the duties assigned to a position.
- 2.3 Job Analysis Questionnaire (JAQ):** A document prepared by an employee and his/her supervisor(s), which describes the position: work performed, responsibilities, location, work schedule, equipment/machines operated, supervision exercised and received, and personal contact.
- 2.4 Class:** A group of positions in which (1) subject-matter of work, (2) level of difficulty and responsibility, and (3) qualification requirements are sufficiently similar to warrant allocation to the same title and pay range.
- 2.5 Class Specification:** A written statement of the typical duties, responsibilities and qualification requirements of all positions included in the same class.
- 2.6 Classification Plan:** All classes that have been established, together with class specifications for each class.
- 2.7 Occupational Group:** A number of classes and series of classes in associated or related occupations, professions, or activities.

### **3.0 PROCEDURE / RULE**

- 3.1** The County Manager shall determine the duties of each position and shall promulgate procedures to establish, revise and maintain the classification plan so that it accurately reflects the duties performed by each employee in the classification system. Classes of positions shall be added to and deleted from the Classification Plan by the Board of Commissioners after the consideration of the recommendation of the County Manager or upon consideration of budget factors.
- 3.2** The purpose of the Classification Plan is to group positions within the County service in such a way that:
- A.** Substantially similar positions are treated similarly with regard to personnel administration, and
  - B.** The human resources of the County are effectively and efficiently organized and utilized to achieve the County's goals and objectives.
- 3.3** Official class titles are to be used in all personnel, payroll, accounting, budget, appropriation and financial records and transactions.
- 3.4** "Working" or "organizational" titles may be used at the discretion of individual departments in all matters other than those involving records as outlined in Section 3.2, provided such titles are not the same as any other official class title.
- 3.5** Class codes shall be designated for each class in the Classification Plan.
- 3.6** Desirable minimum requirements that should be met by an individual before being considered for appointment, transfer or promotion to a position are established. Alternative combinations of education, training or experience are also allowable as deemed equivalent by the Human Resources Department.

### **4.0 APPENDIX / APPENDICES**

None